

## Small Water System

### Drought Management Planning Checklist and Assessment Tool

**(NOTE: FOR YOUR OWN DROUGHT EMERGENCY PLANNING USE)  
IF YOU HAVE QUESTIONS REGARDING CONTINGENCY PLANNING PLEASE CONTACT YOUR  
LOCAL DRINKING WATER PROGRAM DISTRICT OFFICE**

This is a Drought Management Planning Checklist and Assessment Tool for Public Water Systems serving less than 200 service connections to gather key information to assess their situation and to help plan a drought contingency plan.

Public Water System Number: \_\_\_\_\_

Public Water System Name: \_\_\_\_\_

#### STEP 1 Public Involvement and Input

- Have you involved your customers and community?
- Do you have a customer education and outreach program?


#### STEP 2 Anticipated Problems and Goals/Objectives

- What are your anticipated drought related problems?

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- What are your goals/objectives for managing drought related problems?

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### STEP 3 Assess Supply and Demand

1. **Sources** *(A description, including locations and yields, of the ground and surface water sources used by the facility; also list service connections with public water supply agencies.)*

**Surface Water:** (Stream, pond, etc.)

Name	Location	Historic Yield (gpd)	Current Yield (gpd)
Total Yields			

**Ground Water:** (well, quarry, spring, etc.)

Name	Location	Historic Yield (gpd)	Current Yield (gpd)
Total Yields			

**Purchased Water Connections:**

Name	Location	Historic Yield (gpd)	Current Yield (gpd)
Total Yields			

2. *Identification of alternative sources of water if source production drops below system demands. Describe effects on existing permit conditions (if any).*

**Alternative Source:**

Permit Conditions:

**Alternative Source:**

Permit Conditions:

**Alternative Source:**

Permit Conditions:

3. Previous Year's Average System Demands and Production

Month	Demands (gpd)	Production (gpd)	Deficit? (Y/N)	If yes, how met?
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

#### 4. Projected Year's Average System Demands and Production

Month	Demands (gpd)	Production (gpd)	Deficit? (Y/N)	If yes, how will you meet?
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

#### 5. Previous Peak Day Demands and Production

Month	Demands (gpd)	Production (gpd)	Deficit? (Y/N)	If yes, how met?
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

## 6. Projected Peak Day Demands and Production

Month	Demands (gpd)	Production (gpd)	Deficit (Y/N)	If yes, how will you meet?
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

### STEP 4 Description of what indicates drought conditions for your system.

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### STEP 5 Mitigation Measures

1. A description of recycling and conservation measures previously undertaken to conserve water and other potential recycling and conservation measures that the facility has the ability to implement under emergency conditions.

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2. Does the water system have rules and ordinances in place to implement and enforce mandatory conservation or rationing if needed? Please list:

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3. Are all sources metered? \_\_\_\_\_ If not which source need meters?

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4. Is your Emergency Response Plan updated with a plan of action for a drought emergency? \_\_\_\_\_

5. On separate sheets of paper, describe your plan of action which can be undertaken by the water system in response to drought or water shortage conditions (in addition to presently employed conservation measures) to achieve a phased reduction of total withdrawal and use by amounts of 5%, 15%, 25%, 35%, and 50% of the monthly rates of water withdrawal and use existing during non-drought periods.

### **STEP 6 Assess Mitigation Measures**

For all the mitigation measures developed, what are the most likely to be successful?

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### **STEP 7 Develop Drought Contingency Plan**

Use RCAC Drought Management Templates that fit the situation.